

UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION

1344 Connecticut Avenue
Washington 25, D.C.

19 June 1945.

AIR MAIL
SPECIAL

STAT

25 YEAR RE-REVIEW

We take pleasure in advising you that your appointment with the United Nations Relief and Rehabilitation Administration has been approved. Mimeographed material relative to your employment with this organization is attached. We wish to point out that it is not always possible to state at the time of appointment the nature of the assignment which UNRRA personnel going abroad may be asked to undertake; it is essential that we maintain flexibility in the use of our personnel in overseas service. It is, therefore, possible that you may be required to perform tasks not ordinarily called for in this line of work.

Upon your arrival in Washington you will participate in a short residential training program at the UNRRA training center at the University of Maryland, College Park, Maryland, nine miles from Washington.

Field service employees are required to complete satisfactorily the training courses offered at Washington and in the field, unless excused therefrom. During the training period the Administration reserves the right to terminate the appointment of any employee who is adjudged not to be qualified or does not meet the necessary requirements for a field assignment. Employees are required to pass satisfactorily a physical examination just prior to being sent overseas.

Field service employees undergo a probationary period of three months from the date of assignment in the field, and confirmation of appointment depends on a satisfactory report on the employee's performance at the end of the probationary period. After successfully completing their probationary period, employees will continue to be employed subject to the satisfactory performance of their duties, the needs of the Administration and the duration of its program.

On completion of the overseas assignment or termination of the appointment, employees will be returned to their homes at UNRRA expense, except that employees who resign prior to twelve months' service in the field will be paid return transportation costs only if their resignation is for good reasons acceptable to the Administration.

A field allowance designed to cover the extra cost of living abroad is paid to the employees serving in the field. The amount will vary in different areas and from time to time, depending on the cost of living.

Your salary will be payable effective the date you enter on duty. Five percent of your salary will be deducted and paid into the Provident Fund, to which the Administration contributes an amount equal to 7½ percent of your salary. The deductions from your salary will be returned to you on the termination of your appointment in accordance with policies adopted by the Administration. If you have been employed for more than six months, you will be entitled to the 7½ percent contribution of the Administration to the Provident Fund, unless you are discharged for misconduct.

Transportation expenses incurred in reporting to Washington for your initial assignment cannot be assumed by the Administration.

In the material attached are passport instructions. In order that there may not be delay in sending our employees overseas shortly after their entrance on duty in Washington, it is essential that the preliminary steps covered in the instructions should be taken to secure your passport. At the time you enter on duty you will be reimbursed for the cost of security this passport (\$9.00 for the money order and \$1.00 for the officer administering the oath, and the cost of the passport by air mail, special delivery, registered mail can be ignored. Application should be made direct to the Passport Division, State Department located in the Winder Building, Washington, D.C.

In accordance with War Department Circular 422, 1944, paragraph 22-B (2) as amended by circular 98, 1945, section 5, paragraph 6, Army personnel eligible for discharge may request the particular separation center to which they desire to be sent for separation. In order to facilitate reporting to UNRRA, it is requested that you choose the separation center nearest to Washington, D. C.

Since you are in the Army and will not be able to report for duty until your discharge is completed, we would appreciate your advising us by night letter collect the earliest possible date you can report. Our next and final reporting dates for this recruitment are the 22nd and 29th of June. Your title is that of Director, Assembly Center, overseas duty, at an overall salary of \$5800 per annum. Please report to 13th Connecticut Avenue, N.W., Room 525 at 9:00 A.M.

It is understood that your acceptance of this appointment will be in accordance with the conditions of employment as set forth in this letter.

Sincerely yours,

(s) C. H. Cramer
Asst. Director of Personnel
In Charge of Employment
UNRRA

Enclosures 6
CRAMER/cm/mew